

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
December 12, 2022**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Rob Branch, Keshia Woodson-Sow, Kathy Schultz, Barbara Blissett
Others Present: Boris Palchik, Sarah Lagpacan, Cheryl Koop, John Gisler, Earl Cox, Sr.

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Jeff Breneman, Tafari Brown, Martin Janssen, Aditya Rama, Greg Rosine

KCTA Members Absent: Dusty Farmer, Tim Sloan, Sam Urban

*A motion was made by KCTA to excuse the absence of Dusty Farmer and Tim Sloan
Motion: Janssen Second: Britigan*

Motion carried by voice vote.

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Chris Burns, Rod Halcomb, Martin Janssen, Lisa Moaiery, Jim Pearson, Greg Rosine

CCTA Members Absent: Dusty Farmer, Garrylee McCormick, Randy Thompson

*A motion was made by KCTA to excuse the absence of Dusty Farmer, Garrylee McCormick, Randy Thompson
Motion: Janssen Second: Britigan*

Motion carried by voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for December 12, 2022, and for approval of the joint CCTA/KCTA meeting minutes for November 14, 2022.

*Motion: Burns Second: Breneman
Motion carried by voice vote.*

3.) PUBLIC COMMENT – Cheryl Koop of Parkview Hills commented on the necessity for bus service in the Parkview Hills development. She said people rely on it and would have difficulty in traveling from within the development to Parkview Avenue for the bus stop.

John Gisler reported Kalamazoo County had approved to increase the salaries of the Kalamazoo County Road Commission which hadn't been done since 1992. He remarked that crime rate for Kalamazoo County was rated 9th in United States per capita.

4.) CCTA/KCTA GOVERNANCE STRUCTURE AND POLICIES UPDATE

Chair Rosine presented the synopsis of the process taking place for the enhancement to CCTA/KCTA Governance Structure and Policies.

A motion was made by the KCTA to adopt Resolution 22-004 Creating a Metro Board Governing Role and Responsibility Description, Resolution 22-005 Creating a Metro Board Standing Committee and Resolution 22-006 Metro Board Standing Committee Operating Guidelines.

Motion: Breneman

Second: Janssen

Motion carried by a roll call vote.

Ayes: Aardema, Breneman, Brown, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Farmer, Sloan, Urban

A motion was made by the CCTA to adopt Resolution 22-004 Creating a Metro Board Governing Role and Responsibility Description, Resolution 22-005 Creating a Metro Board Standing Committee and Resolution 22-006 Metro Board Standing Committee Operating Guidelines.

Motion: Janssen

Second: Aardema

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Burns, Halcomb, Janssen, Moaiery, Pearson, Rosine

Nays: None

Absent: Farmer, McCormick, Thompson

Prior to the motion boardmembers commented that they felt it was a strong step forward for the organization showing where it is moving forward in the future. They said it was well thought out and showed a respect for the process.

5.) UPDATED SUPPORT SERVICES AGREEMENT WITH THE CITY OF KALAMAZOO

Exec. Dir. McBride explained that the Boards had previously approved the Support Services Agreement with the City of Kalamazoo at the October 10th meeting. However, not included in the initial agreement was a Consumer Price Index (CPI) adjustment to be applied to year two and three of the agreement. This is included in Section 4.b.1 in the attached agreement.

A motion was made by KCTA to approve updated Support Services with the City of Kalamazoo.

Motion: Janssen

Second: Aardema

Motion carried by a roll call vote.

Ayes: Aardema, Breneman, Brown, Janssen, Sloan, Rosine

Nays: None

Absent: Farmer, Sloan, Urban

A motion was made by the CCTA to approve updated Support Services with the City of Kalamazoo.

Motion: Janssen *Second: Aardema*
Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Burns, Halcomb, Janssen, Moaiery, Pearson, Rosine
Nays: None
Absent: Farmer, McCormick, Thompson

6.) 2022 UPDATES TO THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

Dir. of Operations Keshia Woodson-Sow provided an overview and a PowerPoint of the Public Transportation Agency Safety Plan (PTASP). She said the Federal Transit Administration (FTA) requires that certain operators of public transportation systems receiving federal funds need to develop safety plans that include the process and procedures to implement Safety Management Systems (SMS).

Woodson-Sow stated the CCTA and KCTA initially approved the PTASP in fall of 2020 and this approval would meet the requirement for Board approval annually. (A copy of the PowerPoint is on file with the meeting minutes.)

Motion was made by the KCTA to approve the 2022 updates to the Public Transportation Agency Safety Plan.

Motion: Janssen *Support: Breneman*
Motion carried by a roll call vote.

Ayes: Aardema, Breneman, Brown, Janssen, Rama, Rosine
Nays: None
Absent: Farmer, Sloan, Urban

Motion was made by the CCTA to approve the 2022 updates to the Public Transportation Agency Safety Plan.

Motion: Britigan *Support: Janssen*
Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Burns, Halcomb, Janssen, Moaiery, Pearson, Rosine
Nays: None
Absent: Farmer, McCormick, Thompson

7.) EXECUTIVE DIRECTORS REPORT

Exec. Dir. McBride provided additional information on the following topics:

- Outreach
- Snow Removal
- Technology
- Fleet
- KTC Security Reports

Discussion by the Board took place concerning outreach engagement, City of Portage's Master Plan and how it involves Metro and ridership.

Included with the minutes is the summary memo and updates provided to the Boards.

8.) SUBCOMMITTEE REPORTS

Executive Subcommittee - Chair Rosine reported the committee met to discuss the current agenda.

Finance Subcommittee (joint with KCTA) – Did not meet.

Outreach Subcommittee – Did not meet.

Pension Board – Burns reported the City of Kalamazoo who oversees the CCTA Pension Plan has done an excellent job in this economy even with a negative 3rd quarter market.

KATS Policy Committee – Did not meet.

Local Advisory Committee (LAC) – Did not meet.

9.) CHAIRPERSON REPORT – None

10.) PUBLIC COMMENT – None

11.) MEMBERS TIME – None

At 12:00 P.M. the CCTA and KCTA Boards paused for a short break.
At 12:15 P.M. the CCTA and KCTA Boards returned to open session.

12). PRESENTATION REGARDING COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Chair Rosine introduced Boris Palchik of Foursquare Integrated Transportation Planning (Foursquare) to provide a Comprehensive Operational Analysis (COA) update with recommendations.

Palchik provided a PowerPoint of the suggested recommendations for adjustments to the Metro route system. He said his firm has been working with Metro since October 2021 gathering information and meeting with the public and local stakeholders to see what improvements could be made to bus services. The recommendations were presented with cost neutral scenarios using Metro's existing resources and future recommendations including increased service frequency and additional bus routes. Palchik shared next steps, implementation planning, short and long-term recommendations and the inclusion of Microtransit to the community. (A copy of the PowerPoint is on file with the meeting minutes and a link to the report is available at kmetro.com/COA.)

Extensive discussion ensued and questions were asked about process, community involvement, time frame, and route adjustments.

13.) ADJOURNMENT

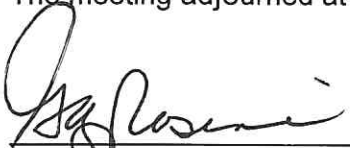
A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.

Motion: Janssen


Support: Brown

Motion carried by voice vote.

The meeting adjourned at 1:45 P.M.



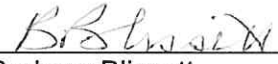
Greg Rosine
CCTA Chairperson



Barbara Blissett
CCTA Clerk



Greg Rosine
KCTA Chairperson



Barbara Blissett
KCTA Clerk